**Deniz Rivail Correia jordão**

Viela dos Beija Flores, 07 Brazilian

Jardim Califórnia CEP 06409045 Barueri – SP Married

1 son 36 years-old

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| **PURPOSE** |

**TRANSLATION AND INTERPRETING/PROOFREADING/TRANSLATION PROJECT COORDINATOR**

To work for a company that give me opportunities to enhance my skills and encourage my professional growth while using my expertise in order to meet the needs of such company applying my best efforts to protect the company’s name.

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| **EDUCATION** |

**Bachelor’s Degree: Letters – Major in Translation.**

***UNIVERSIDADE PRESBITERIANO MACKENZIE***

***(July/2007)***

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| **LANGUAGES** |

**English – *Fluent***

**French – *Basic***

***Spanish – Fluent***

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| **TRAINING COURSES** |

***Teacher training***

***Teaching Tools***

***Computing: Office Package***

***Translation and Subtitling (completed in 2008) Cultura Inglesa***

***Introduction to Interpreting – Universidade Presbiteriana Mackenzie***

***Translation of Contracts - ESA – OAB-SP – Completed in – 07/13***

***Mentoring for Dubbing Translation – Sociedade Brasileira de Dublagem – Completed in 2020.***

***SDL trados***

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| **PROFESSIONAL BACKGROUND** |

**EXPERT GRAFICOPY LTDA**

Title: Administrative Assistant.

Tasks: Administrative tasks in general / Photocopy Machine Operation / Client Service.

4 years.

**GUARDYANNET SERVIÇOS LTDA**

Title: Proofreader and In-house translator.

Tasks: proofreading of texts translated by other translators and translation of documents.

From: 31/032008 to 31/01/2009.

**LIBERTY TRADUÇÕES.**

Title: Proofreader, Quality Control Coordinator, and In-House Translator.

Tasks: Proofreading, and translation of documents, especially, agreements, whitepapers, marketing brochure etc.

Coordination of quality control department, document allocation for the quality controllers, client deadline supervision and intellectual support.

From: 9/02/09 to 31/05/2010.

**SGS ICS CERTIFICADORA LTDA.**

Title: Translator

Tasks: Translation of auditing reports related to several standards, such as: ISO 9001, 14001, 18001, IATF, FSC, FSSC, ISO 45001 etc. Translation of marketing brochure, newsletters, commercial proposal, and service agreements. Attendance to meeting as Interpreter performing consecutive translation.

Approver of FSC Seal use for clients in conformity with the FSC logomark use standard.

From: 13/02/14 up to 16/06/2020.

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| **EXPERIENCE ABROAD** |

1 year and a half living in Asunción, Paraguay.

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| **VOLUNTEER WORK** |

**GENERAL CONSULATE OF FRANCE IN SÃO PAULO, BRAZIL**

Title: Trainee performing translation through a partnership between Universidade Presbiteriana Mackenzie and the General Consulate of France in São Paulo.

Tasks: translation of short texts

6 months.

**II INTERNATIONAL CONGRESS - TODAS LETRAS [ALL LETTERS]**

Title: Monitor.

Tasks: Event organization / Support to speaker / Guidance for the participants.

**I look forward to your contact.**